Bulletin Number	38270BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	SENIOR INFORMATION SYSTEMS ANALYST
Exam Number	R2593J
Filing Type	Open Continuous
Filing Start Date	06/11/2014
Filing End Date	06/20/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6321.74
Salary Maximum	8290.64
Position/Program Information	Under direction performs specialized information systems analysis and provides expertise in one or more areas of systems analysis. May act as a team leader or coordinator. Incumbents in this senior-level class generally report to an information technology supervisor or manager and are distinguished from the Information Systems Analyst II by the complex nature of assignments and lead/coordinator roles assigned, which include coordinating the implementation of complex systems. Information Systems Analysts are distinguished from Application Developers in that they generally do not perform programming duties and are not required to have programming knowledge and experience.
Essential Job Functions	Leads a team of analyst and provides expertise in eliciting, identifying, and documenting user functional and technical requirements in the design and support of development efforts for new systems, or enhancements to existing complex automated systems and applications.
	Performs research relating to information systems; conducts comparative analyses and product evaluations in order to evaluate the product's capability in meeting user, functional, and technical requirements.
	Coordinates the development of implementation and conversion plans, including training and test plans; collaborates with project managers, users, technical staff, programmers, vendors, and stakeholders to obtain approvals, produce project timetables, task assignments, and testing criteria.
	Acts as a technical liaison between various stakeholders of information systems; serves as the point of contact with respect to information system-related projects and functions; provides and receives information and conveys the needs, requirements, and technical information to facilitate and/or interpret communication between various stakeholders. Supports or assists project managers in developing, maintaining, and coordinating complex information systems; coordinates the preparation of hardware and software specifications for procurement; coordinates the installation of software in support of business applications; monitors progress of projects and provides managers with status

project reporting updates.

Supports and monitors system compliance of existing complex information systems; sets up and configures hardware and system components for local systems; installs and configures software; assesses and optimizes system performance; and provides various troubleshooting, maintenance and technical support.

Provides orientation and/or technical training to various stakeholders; teaches functions, procedures, and processes of various information systems.

Develops, prepares, reviews, and evaluates requests for information (RFIs), request for proposals (RFPs), requests for quotes (RFQs), statements of works (SOWs), business automation plans (BAPs), project and system specifications, progress reports, change management documents, system design and requirements documents, migration plans, users manuals, reports, and emails.

Requirements	**SELECTION REQUIREMENTS:** **Option I:** Graduation from an accredited* college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and three (3) years of full-time, paid experience within the last five (5) years in information systems analysis and design in a centralized information technology organization**. **Option II:** Two (2) years of experience at the level of Information Systems Analyst II***. **Option III:** Four (4) years of full-time, paid expereince within the last five (5) years in information systems analysis and design in a centralized information technology organization**.
Physical Class	**Physical Class II –** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*In order to qualify with the Option I, you MUST include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application or during the exam process. **A centralized information technology organization, is that which is responsible, under the direction or guidance of the coordinated executive command structure for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit. ***In the County of Los Angeles, Information Systems Analyst II is defined as under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.
Accreditation Information	***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the

Association of International Credential Evaluators, Inc. (AICE).

Examination Content	**This examination will consist of a multiple-hurdle model consisting of two (2) parts:**

PART 1: A written test weighted at 60%. The written test will consist of two (2) sections.

Section 1: A computerized Programmer/Analyst Aptitude written test that will assess abstract thinking, analytical reasoning, attention to detail, mathematical problem solving, and process mapping.

Section 2: A computerized Work Styles Assessment (WSA) designed to assess job-related competencies such as achievement, confidence and optimism, deductive reasoning ability, independence, influence, professional potential, and reliability.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

NOTE: Applicants that have taken the identical written tests for other exams within the last (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your online application, your score will be transferred to the new examination and you may not be allowed to re-take any identical test part(s) for at least a year.

Only those candidates who pass the written test will be eligible to proceed to part 2 for the structured interview. Candidates who are unsuccessful on the written test will be notified by mail.

PART 2: A structured interview weighted 40%, that will assess technical knowledge and skills, problem solving and reasoning, interpersonal and communication skills, planning and coordination, and adaptability and flexibility.

NOTE: Applicants that have taken the identical structured interview from Senior Information Systems Analyst, Exam No. R2593I, Bulletin No. 33197BR, will have their interview scores automatically transferred to this examination.

Candidates must achieve a passing score of 70% or higher on each weighted part:
PART 1: Written test (computerized Programmer/Analyst Aptitude Test and WSA); and
PART 2: Interview; in order to be placed on the eligible register.

Invitation letters for any of the test parts may be sent to candidates via electronic mail. It is important that candidates provide a valid email address.

Special Information	Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at http://hr.lacounty.gov/. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website: http://www.shldirect.com/practice_tests.html

While the test study guides will help in preparing for the test, we advise you to

review ALL related materials that you deem necessary.

Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies at various Los Angeles County departments.
Eligibility Information	Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their group for a period of six (6) months following the date of promulgation.

No person may compete for this examination more than once every six (6) months

Available Shift	Any
Application and Filing Information	APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. We must receive your application by 5:00 pm, PST, on the last day of filing .

Note : If you are unable to attach required documents, you may fax them to (213) 380-3681. All required documents must be uploaded before the promulgation of the list.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related job experience you include. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

SOCIAL SECURITY NUMBER:
All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:
For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:
All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information	**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and**

the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2037
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Information Technology
Job Type	Professional